



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the Meeting of the Group Parish Council held on Wednesday 19<sup>th</sup> October 2016 at 7.30pm

#### Present

Cllrs Ray Dickson (Chair), Jan Ashton-Jones, Cllr Joanna Kippax, David Lloyd, Mel Preedy, Chris Bucknell (Parish Clerk)

#### In attendance

1 member of the public was present

Item	Minutes	Action
1.0	<b>To Receive Apologies for Absence</b> – Ward Cllr John Hardwick	
2.0	<b>Declarations of Interest</b> <b>a) To Receive Declarations of Interest</b> There were no declarations of interest  <b>b) To Consider Requests for Dispensations</b> There were no requests for dispensation. The Clerk outlined when a dispensation would be necessary and in the public interest.	
3.0	<b>To accept minutes of the Regular Meeting of the Group Parish Council held on 21<sup>st</sup> September 2016</b> <b>Resolved:</b> Minutes of meeting held on 21 <sup>st</sup> September 2016 were agreed and signed by the Chairman.	
4.0	<b>To receive brief verbal reports from:</b> <b>c) Police Update</b> The SNT Newsletter had been circulated to all Councillors. The following incidents were reported: <b>Upper Dormington</b> - Between the 22 <sup>nd</sup> and 23 <sup>rd</sup> August the theft of an Ifor Williams trailer. <b>Mordiford</b> - 29 <sup>th</sup> September. VW Caddy van RJ62 BJK stolen. Vehicle was left unattended with keys in ignition whilst owner was working inside nearby property. Ongoing police enquiries.  <b>d) Neighbourhood Watch Update</b> The following report had been received: <b>(NHW)</b> A resident of Pentalo Close had pointed out a problem which existed adjacent to her bungalow. She was afraid that a tall Hawthorn tree, smothered in ivy, would fall onto her roof. The tree formed part of a short hedge which bordered the footpath passing between the bungalows and the sewerage plant, at the bottom of the Close. The weight of the ivy had brought about the near collapse of the tree. <b>GPC Response:</b> Cllr Litchfield had visited the site and did not consider this to be a footpath issue as the tree was not blocking the footpath in any way. Trees along footpaths were the responsibility of the landowner and Cllr Litchfield felt that this tree was on the boundary and therefore most likely within the curtilage of the end two semi-detached bungalows. Cllr Litchfield said that it would be the owner's responsibility to cut back or fell the tree, adding that it shouldn't have been allowed to grow to the stage where it caused a potential hazard to property. This was agreed by the GPC and would be communicated to the NHW Co-ordinator	

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	<p><b>(NHW)</b> The Lengthsman has made a good job in mowing Pentaloe Green. However, he didn't walk along the footpath referred to above, to notice that it is becoming overgrown with nettles. Please will you ask him at his next visit to deal with them?</p> <p><b>GPC Response:</b> The Lengthsman would be asked to do this.</p> <p><b>(NHW)</b> The bank referred to in a previous note, the one lying between The Moon and the cemetery, continues to shed soil and debris on to the pavement. I believe it will be necessary to construct a low wall to protect the pavement.</p> <p><b>GPC Response:</b> It was felt it was the responsibility of the owner of The Moon to keep his land safe and off the public footpath. Cllr Dickson would discuss this once more with the owner of The Moon.</p> <p><b>e) Ward Member – Councillor Hardwick</b></p> <p>Cllr Hardwick had given his apologies and there was no update other than to note that there had been no further meeting with Andy Hough but this was being followed up.</p>	<p><b>Clerk</b></p> <p><b>RD</b></p>								
5.0	<p><b>Public Participation Session</b></p> <p>The resident of 23 The Maltings, Dormington had serious concerns about work being done at 21 The Maltings, which he thought was being carried out without planning permission. His specific concerns, and those of the residents of 22 The Maltings and Dormington Court were around</p> <ul style="list-style-type: none"><li>• Future change of use</li><li>• Vehicle congestion on the shared courtyard with attendant road safety concerns</li><li>• Right of way obstruction to his property during the new building works</li></ul> <p>It was agreed that the Clerk would contact the Planning Department querying whether planning permission was required. Once this information was known, if relevant, the issue would be discussed further.</p>	<p><b>Clerk</b></p>								
6.0	<p><b>To Consider Planning Matters</b></p> <p><b>a) To Consider any Planning Applications</b></p> <table border="1"><thead><tr><th>Reference</th><th>Application</th></tr></thead><tbody><tr><td>163240</td><td>Land North West of The Pound, Mordiford. Three-sided shelter/barn (retrospective).</td></tr></tbody></table> <p>The GPC had no concerns about this application although it was mentioned about why it was retrospective and permission was not obtained in advance.</p> <table border="1"><thead><tr><th>Reference</th><th>Application</th></tr></thead><tbody><tr><td>163113</td><td>Yew Tree Cottage, Checkley. Demolition of existing bake house, single storey bathroom area and timber constructed entrance lobby. Construction of two storey high garden room, bedroom, bathroom and hall/lobby. 163114 is application for listed building consent.</td></tr></tbody></table> <p>This application had only been received on the day before the meeting and therefore there had been insufficient time to visit the site, discuss with neighbours etc. Cllr Kippax, in her role as Tree Warden, also mentioned this issue of Black Poplar trees on the site.</p> <p><b>Resolved:</b> Cllrs to meet and undertake a site visit. The response of the GPC to be agreed by email with an extension to the deadline being applied for if necessary.</p>	Reference	Application	163240	Land North West of The Pound, Mordiford. Three-sided shelter/barn (retrospective).	Reference	Application	163113	Yew Tree Cottage, Checkley. Demolition of existing bake house, single storey bathroom area and timber constructed entrance lobby. Construction of two storey high garden room, bedroom, bathroom and hall/lobby. 163114 is application for listed building consent.	<p><b>Clerk</b></p> <p><b>All</b></p>
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7.0	<b>b) To Note any Decisions/Notifications Received</b>		
	Reference	Application	Decision
	162427	Land adjacent to Stoneleigh, Mordiford – construction of a 4 bedroom house with garage and parking	Withdrawn
	162558	The Lime Kilns, Hope Springs Farm, Mordiford - Proposed change of use from B8 to B1 with conversion of existing building to form 5 office/workshop units	Awaiting Decision
	162400	Land West of Clay Hill Pit, Larport Farm, Larport Lane, Dormington – energy storage system comprising of battery storage containers, ancillary buildings, security fencing, CCTV landscaping and substation	Awaiting Decision
	<b>Other Planning Issues</b>		
	<b>Hereford Area Plan</b> - outlying parishes. A meeting of this group was held on 27 <sup>th</sup> September 2016. The Clerk attended. There was nothing further to report.		
	<b>Planning Update</b> for Parish Councillors Meeting 6 <sup>th</sup> October 2016. Cllr Kippax gave a report of the meeting. The Core Strategy had agreed 5,692 homes to be built in Herefordshire but central government had increased this to 6,331. 106 areas now had a Neighbourhood Development Plan with between 19-26 areas with no NDP. These areas would be allocated a number of homes which would need to be built during the period 2011 - 2031. Cllr Kippax reported that she had spoken to the Planning Officer and this strategy would have minimal impact on Dormington and Mordiford. The Clerk was asked to send the settlement boundary map to Councillors. It was felt there was only value in developing an NDP if there were large numbers of homes proposed within the settlement boundary.		
	<b>Finance</b>		
	<b>a) To receive a Finance Report from the RFO</b>		
<b>Bank balances:</b> Business Current Account £48,492.63. Business Reserve account £4,308.68. A re-payment of £15.99 had been made by Wellington PC in respect of a discount received on the ink and paper order approved at the September meeting.			
<b>b) To Agree Payments made since September meeting</b>			
There had been no payments made			
<b>c) To Agree Payment of Outstanding Invoices</b>			
Chq/ BACS	Expenditure	Amount	
BACS	Daniel Squire invoice 74298. Shepherds Orchard Maintenance Sep £60+VAT	£72.00	
BACS	D C Gardening invoice 215. Maintenance at Churchyard and Burial Ground September £400 + VAT	£480.00	
BACS	Clerks attendance at HALC training on Social Media and the Law. £30+ VAT. 50% to be reclaimed from Wellington PC.	£36.00	
Ch 919 £310.00	Michael Dyer invoice 27. Mowing the area by The Spout, Common and Pentaloe Green 2/8/16	£65.00	
	Michael Dyer invoice 29. Mowing the area by The Spout, Common and Pentaloe Green 08/09/16	£65.00	
	Michael Dyer invoice 30. Removing dead herbage on the footpath along the stretch from the burial ground to the Loop walk sign.	£180.00	
Ch 920	Michael Dyer Invoice 36. Mowing the area by The Spout, Common and Pentaloe Green 7/10/16 and 8/10/16 and clearing road from junction with Fownhope Road towards telephone kiosk.	£89.00	
<b>Resolved:</b> All payments approved			

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8.0	<p><b>d) Update on 2017/18 Budget and Precept</b> The year to date (to end of September) and estimated end of year figures had been circulated to Councillors. Cllr Dickson suggested that the Finance Group meet early in November and figures were brought to the November GPC meeting for approval. The Clerk reported that Herefordshire Council had said it was highly unlikely that the promised budget information would be available in time to inform the process in time to meet the deadline of 31<sup>st</sup> December 2016. Cllr Preedy had offered to be part of the Finance Working Group and this was agreed. <i>A date for the meeting was subsequently agreed as 2<sup>nd</sup> November at 6.00 pm at Cllr Dickson's house.</i></p> <p><b>e) Update on Automatic Enrolment for Pension Regulations</b> The required documentation had been submitted to the Pensions Regulator and confirmation received back that the Declaration of Compliance has been received and accepted. The Clerk noted that there was nothing else required unless the Clerk changed in which case this would need to be reviewed and, if necessary, resubmitted with updated details.</p>	
	<p><b>Highways, Footpaths and Commons</b></p> <p><b>a) Mordiford Traffic/Pedestrian Safety Proposals</b> <b>Picket Fences</b> – Cllr Dickson had obtained information from Kent Plastics. One section of fence would be £82 (inc VAT) and two supporting posts £70.68 (inc VAT). Posts were 900mm high and 2400 mm wide at the longest section. This had been discussed at Hampton Bishop PC meeting but no feedback had been received to date. It was suggested that these could also be placed on Woolhope Road.</p> <p><b>Resolved:</b> The Clerk would find out the rules and regulations for installation from Balfour Beatty and bring these back to the November meeting. Cllr Dickson would develop a costed proposal for discussion at the meeting.</p> <p><b>Community Speedwatch</b> – The GPC had been informed that there was the potential to get Speedwatch Kits from the Police and Crime Commissioner. The Clerk said carrying this out would need significant co-ordination and management on behalf of the GPC as well as requiring volunteers to be trained to carry out these activities. A similar exercise had been carried out elsewhere in the county but no speeding motorists had been identified, possibly due to the signage and visibility of the Speedwatch volunteers. The Clerk was asked to ascertain whether it would be possible to have the speed detection wires install in Mordiford.</p> <p><b>SIDS</b> – The planned meeting with John Tallis had not yet taken place. This would be reported on at the November meeting.</p>	Clerk RD
	<p><b>b) School Car Parking</b> This issue was ongoing.</p>	
	<p><b>c) Speed Data Collection</b> There had been no further report on this.</p>	
	<p><b>d) Highways and Footpath Issues</b> <b>Light Outside Mordiford School</b> – Cllr Ashton Jones had been approached by the Caretaker of Mordiford School who wanted a sensor light installed outside the school alongside the footpath. The Parish Council felt this was primarily a school issue and it would not be taken forward.</p> <p><b>Shoot Timetable</b> – Following the September meeting the Clerk had been in touch with the Foley Estate and the Sufton Estate to enquire about whether they would be willing to disclose their shoot timetables so that those using the footpaths could know when they needed to take extra care.</p> <p>Rupert Foley had responded saying that the timetable would not be made public as this may encourage people to disrupt the shoot. It was noted that the line of fire came across the bottom of Perton Lane. This was a Herefordshire Council maintained road and the Clerk was asked to report it.</p> <p>Although the Sufton Estate were also not willing to make the timetable public the Clerk reported that</p>	Clerk

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	<p>their Gamekeeper had been very helpful explaining that the Estate had a protocol which they followed for all shoots that took place near footpaths. They have a nominated Gun Captain who stands at one end of the footpath with someone else standing at the other. If anyone does come onto the footpath they are asked if they would mind waiting until the shoot is over. If this is a problem the Gun Captain blows a whistle and all the guns are unloaded until the person has safely passed by. A legal topic note regarding shoots and public footpaths was supplied. The GPC felt that James Hereford should be thanked for this positive response and the Clerk was asked to send a note to that effect.</p> <p><b>Visibility concern at Swardon Quarry</b> – a resident contacted Cllr Kippax with concerns about the fence by the road opposite Swardon Quarry. He said it was originally an open metal rail fence but has now become very over grow and affected visibility for the cars coming down the hill and around the corner. This was reported to Balfour Beatty who would arrange for the hedge to be cut as it was a visibility issue. It was noted that to date this had not been done.</p> <p><b>Addition of Footpath M32</b> – notification had been received that this was to be included and a request for co-ordinates so that the legal line could be accurately established had been made to the Rights of Way Team. No response had been received and the Clerk was asked to follow this up.</p> <p><b>e) Work to be carried out and any Other Issues</b></p> <p>The scalplings that were to be put down at Checkley (along the track from Backbury) had not been done. The Clerk had contacted the Balfour Beatty Locality Steward who confirmed that this job was raised under the category of “Routine Works” which meant that it would be done within a six-month window.</p> <p>The drain by the Sufton Lane sign on the road from Larport Lane cross roads needed clearing out. CAS-602955-H8S5D2</p> <p>Pothole outside the gates of Mordiford School. The Clerk would ask Manny Smith whether this was in scope for Balfour Beatty to repair or whether it was something the Parish Council could carry out.</p> <p><b>f) Lengthsman Update</b></p> <p>It was noted that Balfour Beatty had encouraged all Parishes to complete and submit a 2016/17 Annual Plan which Dormington and Mordiford had complied with. As part of this plan a request was sent out for a list of materials which would be required for P3 work. Following significant delay, no materials had been received and at the latest Parish Workshop Cllr Litchfield followed this up with Rachel Churchill at Balfour Beatty. The Clerk had now been notified that these materials would be supplied at a cost of £997 – it was originally thought they would be provided at no charge. It was noted that this cost would need to be borne but that the installation of the gates etc may need to be prioritised and phased in order to maximise the P3 and Lengthsman Grant.</p> <p><b>Lengthsman and P3 Grant Update</b> - In 2017/18 there would be a reduction in Lengthsman and P3 Grants with a mandatory contribution from the parish required - minimum £60/km for Lengthsman and £15/km for P3 in those years when grants are available, pro rata depending on level of grant applied for. The Lengthsman grant would be reduced to £30/km for 2017/18 (25% of current level); reducing to £0 from 1<sup>st</sup> April 2018. The P3 Grant would be £50/km for both 2017/18 and 2018/19 (100% of current level); then reducing to £0 from 1<sup>st</sup> April 2019. These grants are the maximum that a Parish can apply for but they could apply for less. Dormington and Mordiford Group Parish Council has 15.6 km of C and U roads and 27.1 km of paths. The Clerk was asked to calculate the potential level of grant so that this could be included in the budget discussions.</p> <p><b>Allotments</b></p> <p><b>a) Update from Allotment Working Party</b></p> <p>There had been three additional enquiries from people wishing to lease allotments and Cllr Preedy was thanked for her involvement in publicising these vacant plots. One person had since withdrawn and, despite Cllr Ashton Jones contacting the other 2 interested parties, nothing had been received</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>J A-J</p>

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	<p>back. This would be followed up.</p> <p>Following concerns at the September meeting about the effect the weed suppressant may have on adjoining plots Cllr Lloyd had ascertained that the spray was Round-Up and it became inert once it had touched the ground, concluding that provided the spraying was not done too close to neighbouring plots there should be no adverse effect on other allotments. The Clerk was asked to get a quotation for spraying from Daniel Squires.</p> <p><b>b) To Consider Additional Water Standpipe</b> No further information had been received about this and Councillors voiced a doubt that this was needed as a water was readily available on site and allotment holders could use a water butt.</p> <p><b>c) Update on Lease Agreement</b> <b>Resolved:</b> To proceed with the Lease Agreement on the basis that rights of access to the site needed to be adopted, as per David Campion's email.</p> <p><b>d) To Approve Expenditure on Legal Fees</b> These were not yet known</p> <p><b>e) To Consider any Expenditure</b> There was no further expenditure</p>	<p>Clerk</p> <p>Clerk</p>
<b>10.0</b>	<p><b>Burial Ground and Closed Churchyard</b> There were no issues.</p> <p><b>a) To Consider any Costs related to the Burial Ground and Closed Churchyard</b> There were no costs</p>	
<b>11.0</b>	<p><b>BT Pay Phone Consultation</b> The consultation document had been forwarded to all Councillors. There was one phone in Mordiford listed for possible decommissioning (by The Moon Inn) as it had only been used 4 times in the last 12 months. <b>Resolved:</b> Not to object about the decommissioning of this phone box.</p>	Clerk
<b>12.0</b>	<p><b>Communication</b></p> <p><b>a) Website Development</b> The new format was discussed, the Chair feeling that the front page was too wordy and it was not obvious how to access the various strands of information. It was also noted that the website was not mobile friendly and the Clerk was asked to find out how this could be achieved. It was unknown if Brian Dukes had set up Google Analytics to shown how much and how effectively the website was being used. If he had not Cllr Preedy offered to help do this.</p> <p><b>b) Parish Newsletter</b> This was still in development. Cllr Ashton Jones restated her request to the Chairman that he put in a short forward and he agreed to send something to Cllr Ashton Jones for inclusion. Cllr Kippax said she would put something in about Black Poplar trees. It was also felt a request for Dormington Councillors should be included.</p> <p><b>c) Facebook</b> This was still under development</p>	<p>Clerk</p> <p>J A-J RD JK</p> <p>Clerk</p>
<b>13.0</b>	<p><b>To Note the Information Sheet (September 2016) and any other Updates</b> <b>Resolved:</b> The Information Sheet was noted. The updates from Manny Smith (Balfour Beatty Locality Steward) were particularly valued.</p>	

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<b>14.0</b>	<b>To Raise Items for the next Scheduled Parish Council Meeting</b> Anti-Social Behaviour in Shepherds Orchard, Picket Gate Review	
<b>15.0</b>	<b>To Note Date and Time of the next Regular Meeting of the Group Parish Council</b> Wednesday 16 <sup>th</sup> November 2016 at 7.30pm at Mordiford School  The meeting closed at 9.40 pm   Signed ..... Date 16 <sup>th</sup> November 2016 Chairman of Dormington and Mordiford Group Parish Council	